

High Meadow Tax District Board

Meeting Minutes October 13, 2011

Summary

- Fall 2011 Newsletter to be distributed within the next week
- 80% of funds for 2011 installment of Special Assessment have been collected to date
 - 20% are thus delinquent – various efforts are underway to collect the remaining amount depending on the reason for the delinquency
- Extensive tree removal and pruning throughout the property is nearing completion
- Silverio has completed the repaving of the initial set of high priority driveways
- Precision has winterized pool
- Board voted to hire D. Tinker Excavating to do the grading and compacting needed to support foundation of 50 LW
- Audit has not been completed by the accountant; Board will press to have our files returned and contract with a new accountant to get the audit completed
- Board agreed there is no urgent need for security cameras in pool area at this time
- Board received valuable advice from a Realtor familiar with High Meadow regarding opportunities for our undeveloped land. Board needs to do additional diligence on what the options are for development (e.g., cell tower, new units for HM, sell individual lots for private development, etc).

Opening

The monthly meeting of the High Meadow Tax District Board was called to order at 7:06 p.m. on October 13, 2011, at the High Meadow clubhouse by Pete Citrone.

Present

| | |
|----------------------|------------------------------------|
| Peter Citrone | Tax District Board, President |
| Tulio Lopez | Tax District Board, Vice President |
| Mike Lofrumento | Tax District Board, Clerk |
| Shawn Barrett | Tax District Board, Treasurer |
| Kerri Pierz | Tax District Board, Director |
| Kathy Craig | Greenfield Property Management |
| Art and Diane Tuttle | Unit Owners |

A. Quorum Check

- 1) Confirmed: 5 of 5 board members present

B. Review and Approval of Past Meeting Minutes

- 1) Minutes from 9/8/2011 monthly HMTD Board meeting accepted as amended

C. Unit Owner Concerns

- 1) Mr. and Mrs. Tuttle are new to High Meadow and attended this meeting to gain clarity on the various fees and taxes that are due to the HM-HOA, HM-TD and Town of Brookfield. The Board defined the following costs:
 - 1) HOA Fees: monthly fees to the High Meadow Home Owners Association
 - 2) HM Taxes: monthly taxes to the High Meadow Tax District
 - 3) Special Assessment: Special Assessment to fund the Reserves for several maintenance projects at High Meadow; due in 4 equal installments (2011 – 2014) annually in July, paid to HM Tax District
 - 4) Waterline Assessment: annual waterline assessment from the Town of Brookfield to cover costs associated with hooking up to the town waterline in 2010

D. Property Manager's Report

- 1) Review of format of financials provided by Greenfield
 - i) P1 – Monthly income; column 2 is FY YTD numbers
 - ii) P2 – Balance sheet; cash balances as of end of previous month
 - iii) P3 – General ledger; all individual expenses by vendor
 - iv) Copies of bank statements
 - v) Check register, deposit register
 - vi) Delinquencies
 - vii) **Kathy** will send financials in Excel format in future – will allow board to provide additional calculations/analyses as needed
- 2) YTD on Special Assessment
 - a) \$ 67,122.82 of the Special Assessment fees due July 2011 have been collected as of end of Sept
 - i) Of the total amount planned to be collected in the July 2011 installment, 80% has been collected to date
- 3) Open Service Requests
 - i) **Kathy**: add column of "Resolution" – briefly state how the service request was resolved

- 4) Tree Work
 - i) Nearly complete
- 5) Grading and Compacting to support foundation of 50 LW
 - i) 2 quotes received –
 - (1) D. Tinker Excavating \$ 7,730.00
 - (2) Reliable Excavating \$ 8,955.77
 - ii) D. Tinker has done work on the property before; good experiences with him
 - iii) **Vote**
 - (1) **Unanimous vote in favor of D. Tinker (5 of 5 for Tinker)**
 - (2) **Kathy** will contact Tinker
- 6) Driveways
 - i) Silverio has completed the prioritized driveways; good quality, drainage working well
- 7) Pool
 - i) Precision has winterized the pool
 - ii) Waterline to be blown out and turned off next week
 - iii) Urinal for men's room to be installed next week
- 8) Financial Summary as of 9/30/2011
 - i) Continue to have several not pay monthly fees or taxes, or paying wrong amounts
 - (1) Statements will be sent from **Greenfield** monthly as a trial to see if it improves the payment rate and accuracy of payments; trial period of 3 months and then Board will re-evaluate
 - (2) **Kathy** will send sample invoice to Board for review to ensure clarity
 - ii) Total Receivables \$ 44,664.13
 - iii) Cash Balances \$ 15,256.16 (Operating Account)
 - iv) Cash Balances \$ 31,737.39 (Savings Reserves)
- 9) Audit
 - i) **Mike** will now follow-up with JR Wolffe as Kathy has not received any response or update
 - (1) Request they pack up our records so we can pick them up
 - (2) Request refund of retainer that has been paid
 - ii) Dennis Ramey as possible alternative – **Mike** will contact

E. Newsletter

- 1) **Kerri** will finalize newsletter and print copies
- 2) The newsletter will be distributed electronically via website and as hard copy
 - a) Decided to resume distributing paper copies because not all owners/renters have signed up for the email distribution list, and many who have signed up, do not open the emails
- 3) **Pete** will ask Steve Stuart to post a request for writers and topic ideas on website
- 4) **Kathy** will ask Andrea if she can commit to contributing an article for each issue
- 5) Future Dates
 - a) January 1st

E. Committee Reports

- 1) Sewer
 - a. Consultant found no wildlife concerns
 - b. Formal application for sewer hook-up to be submitted by WPCA to Wetlands Committee by November
 - c. For future follow-up:
 - i. Escrow account for High Meadow for **\$14,485.79** held by Wetlands for maintenance
- 2) Landscaping
 - a. Tree work nearly complete (weather delays)

- 3) Recreation
 - a. Pool closed
- 4) Finance
 - a. No update
- 5) Land Development
 - a. **Kerri** received feedback from Robert Morey of RE/MAX
 - i. Board found the feedback to be useful
 - ii. No additional information needed at this time given comments below
 - b. Board in favor of cell tower rather than new buildings
 - i. New buildings mean complexity of on-going construction – disturbances to current owners
 - ii. Challenge of current housing market
 - iii. New condos being built in Brookfield starting at \$259k – competition
 - iv. Still need additional diligence to determine options – cell tower, additional units, separate building lots (e.g., for new homes not part of HM)

F. Old Business

- 1) Security Cameras in Pool Area
 - i) There have not been any recent issues regarding abuse of the pool area
 - ii) Insurance agent indicated there is no cost savings for our policy
 - iii) **Decision:** no cameras needed at this time; save the money for now
 - (1) **Kerri** will notify Guy Holick of All-Ways Secure
- 2) Charter Cable offer
 - i) Pete has been recontacted by Charter offering us \$7,900 to have rights to our lines; **Pete** will counter asking for \$10,000 plus promise by Charter to upgrade specifying what upgrades would be included and timeline for completion
- 3) Tax exemption rule for services
 - i) Can recover sales tax paid on past 16 months of trash removal
 - (1) \$263.10 received so far

G. New Business

- 1) Water shut-off valves need repair
 - i) Approximately 5 are in need of repair – some that go to unoccupied units
 - ii) Need to ensure water turned off before the winter in unoccupied units
 - iii) D. Tinker could do the repairs – **Kathy** to request

H. Adjournment

The meeting was adjourned at 8:45 p.m. The next meeting of the High Meadow Tax District Board will be held on Thursday, December 8, 2011 at 7:00pm in the High Meadow Club House.

The Tax District Board will now meet every other month (i.e., Oct, Dec, Feb, Apr, etc.).

Minutes submitted by: Kerri Pierz

Minutes approved by: